

Office Safety
ACTIVITY HAZARDS ANALYSIS
Hydrologic Engineering Branch

ACTIVITY: Office Safety

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PRINCIPAL STEPS	POTENTIAL HAZARDS	RECOMMENDED CONTROLS
Filing Cabinets/ Bookcases	Physical injury to the employee on the job.	<ol style="list-style-type: none">1. In the case of four-drawer filing cabinets, the second drawer from the bottom should be filled before the others to weight the bottom and to prevent it from toppling over.2. Drawers and doors should be returned to the closed position when not in use so as to prevent bumping and tripping. Under no circumstances should more than one drawer, or door, at a time be open.3. File cabinets and/or bookcases should be placed where there use will not interfere with office traffic patterns.4. File cabinets or bookcases taller than 64 inches should be secured or anchored to the wall to prevent toppling over.
EQUIPMENT TO BE USED	INSPECTION REQUIREMENTS	TRAINING REQUIREMENTS
NA	NA	NA